


Administrative - Internal Use Only

9 September 1974

MEMORANDUM FOR: Chief, Plans, Programs Branch  
THROUGH : Chief, Plans, Programs and Administration Division  
SUBJECT : Personnel Branch Submission for Office of Security  
Monthly Report - August 1974

1. All of our summer-only employees have now returned to school with the exception of two individuals who are scheduled to depart in mid-September. The program appears to have been highly satisfactory from both the employer's and the employee's point of view.
2. The Annual Personnel Plan was submitted to the DD/A on 16 August and it is expected that the DD/A will be calling the various office heads in for a discussion on their respective APP within the next few weeks.
3. The Office Candidate Selection Panel had to make one final selection due to a candidate dropout and it now looks like we will have our 15 agent trainees EOD'd in time for the 30 September 1974 training course.
4. A position paper has been prepared for submission to the Director of Personnel covering the PMCD survey. Hopefully, the matter will be resolved within the next few weeks.
5. Based upon approval of the ADD/A, a memorandum has been forwarded to the Office of Personnel requesting that all field investigator positions be removed from the field office T/O's and placed in an "investigator pool." It is felt that this arrangement will give the Office more flexibility in utilizing available manpower where it is most needed.

  
Chief, Personnel Branch/PP&AD

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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
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3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

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C/Personnel Branch

9/9/74